

## RESERVE OFFICER

Department: Police  
Division:   
Reports to: Police Sergeant

Classification/Grade: Grade  
FLSA Status: Non-Exempt  
Date Approved:

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION**

Actively support and uphold the stated mission and values of the City of Mesquite and the Police Department. Provide emergency aid, security, and protection of life and property for the citizens by patrolling business, rural, and residential areas, responding to requests for information and assistance, investigating criminal activity, subduing combative suspects, making arrests, working with people to solve problems associated with crime and ensuring proper enforcement of laws and regulations.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Patrol the community to aid in preventing crime and to enforce Federal, State, and City laws and regulations.
3. Monitor traffic and maintains traffic safety.
4. Detect and deter possible criminal activities.
5. Conduct criminal investigations.
6. Identify and arrest criminals.
7. Respond to emergency calls; determine the nature of a call, investigate the circumstances, and take any necessary and prudent action. May call for assistance or superior officers if necessary.
8. Take command at scene of crime or accident; administers first aid and request medical service as necessary; takes statements and interviews victims and witnesses; examines situation; records vital information regarding causes and circumstances.
9. Guard and supervise prisoners.
10. Ensure that patrol activities are conducted in conformance with departmental rules and regulations.
11. Conduct investigation assignments of suspected illegal activity or follow-up investigations of criminal cases and in the collection and preservation of evidence at the crime scene.
12. Be dependable and meet acceptable attendance requirements at all times.
13. Follow all applicable safety rules and regulations.

### **OTHER JOB FUNCTIONS**

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing
- B. Perform other related duties as assigned.

## **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

### **Knowledge of:**

- Pertinent federal, state and local laws, codes and regulations
- Criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Standard police practices, methods, and procedures.
- P.O.S.T. investigative methods
- Methods of investigation, apprehension, and rules of evidence.
- Police terminology and practices
- Good public relations skills
- Business communications skills
- The safe and appropriate use of firearms and other police related tools.
- Modern office practices, methods, and computer equipment.

### **Ability to:**

- Apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
- Interpret law enforcement policies and procedures
- Utilize good public relations skills
- Communicate clearly and concisely, both orally and in writing.
- Prioritize tasks
- Establish and maintain effective working relationships with employees and the public
- Maintain composure under adverse conditions such as public harassment, critical injuries and death.

### **Special Requirements:**

Residency Requirement: Must be able to respond within 30 minutes from residence.

### **Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School diploma or G.E.D. Associates degree from an accredited college or university preferred

Training: Speak and write Spanish fluently preferred

License or Certificate: First Aid and CPR Certification. Must pass all phases of field training program. Maintain certification with department handgun and shotgun and must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license.

## **WORKING CONDITIONS**

Work is performed under the following conditions:

### **Physical Requirements:**

Duties are primarily performed on patrol in an assigned area where the employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak and see to communicate with the general public. Must have the strength and ability to apprehend, subdue and restrain criminal offenders. Physical exertion may be required to climb stairs and over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs; Subject to 24-hour call back for emergencies; great mental ability is required daily.

**Job Hazards/Risk Factors:**

Employee risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

**It is a condition of employment that any Commissioned Police Personnel hired into the Police Department after March 1, 2004, not use tobacco in any form, both on and off duty for the duration of employment with the City.**

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.